

**5 October 1999**

**Maintenance**

**MUNITIONS MANAGEMENT**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

---

OPR: 440 AW/LGMVA (Frank Martin)  
Supersedes 440 AWI 21-203 dated 3 September  
1998

Certified by: 440 AW/LGMV (Ernest Logemann)  
Pages: 7  
Distribution: F

---

This instruction implements and extends the guidance of AFRPD 21-2, *Nonnuclear and Nuclear Munitions*. This instruction establishes procedures and policies and states responsibilities for the control and the withdrawal of ammunition. It is applicable to all organizations at General Mitchell IAP-ARS that are authorized munitions or involved in the handling, storing, reporting, issuing, and transporting of munitions.

**SUMMARY OF REVISIONS**

This revision adds Section 8, exercise munitions. A (I) indicates a change from a previous edition.

**1. Explanation of Terms:**

1.1. Ammunition. Ammunition includes all explosives and non-explosive components essential to the assembly of a complete operational round of munitions and items which in themselves are considered complete operational rounds. In addition, any other items designated for munitions supply management or reporting by the Item Manager or System Manager according to the selection criteria. The following terms are variations which are considered to have the same meaning as ammunition: munitions, air munitions, ground munitions, conventional, non-nuclear munitions, and non-nuclear air munitions.

1.2. Complete Round. There are two types of complete rounds. A non-componentized complete round is defined as an item of conventional munitions that does not require the addition of any component in order for it to perform the function for which it was designed. Here are some examples: cartridges, hand grenades, squibs, and flares. Non-componentized complete rounds are assigned a national stock number (NSN).

1.3. Expenditures and Issues. Only transactions that decrease the total base serviceable or unserviceable balance are considered expenditures and issues.

- 1.4. Munitions Accountable Systems Officer (MASO). The term applies to the individual, either military or civilian, who is assigned the responsibility to account for manage, and report of ammunition or explosive items in the Munitions Account (FV).
- 1.5. Transaction. Any action that changes the serviceable or unserviceable balance or peacetime operating level.
- 1.6. Turn-ins. Previously issued ammunition returned by using organizations to the appropriate supply account.
- 1.7. War Consumable Distribution Objective. For 440 AW munitions management, the portion of the command's preposition objective assigned to each base stock record account number for near-term war reserve material support.
- 1.8. War Reserve Material (WRM). Assets required to provide wartime support for approved forces through the period prescribed by the Secretary of Defense.

## 2. Responsibilities:

- 2.1. Within AFRC, the Senior Weapons Person will assume responsibility for the management and control of munitions. The Senior Weapons Person will post an access list of personnel authorized access to the weapons storage facility and work area.
- 2.2. Organization commanders assume full responsibility for all ammunition items received by their organization. This responsibility includes: maintaining an audible record of all receipts, expenditures, turn-ins, as well a providing adequate storage for proper security of, control over, and custodial responsibility for all ammunition items received for immediate consumption, custody, or installation.
- 2.3. Organization commanders may delegate qualified military or civilian personnel within their organizations the authority to receipt for ammunition items authorized to their organization. It will include the names and specimen signatures of those individuals authorized by their commanders to act in their behalf. An AF Form 68, Munitions Authorization Record, must be submitted to delegate this authority. Individuals authorized to sign certificates of authorization cannot also be authorized to receipt for ammunition or explosive items.
- 2.4. Organization commanders will ensure that designated Munitions Accountable Systems Officers and Mobility Munitions Custodians receive initial and refresher explosive safety training as required by AFMAN 91-201, *Explosive Safety Standards*.
- 2.5. To maintain munitions supply accounts, the MASO will:
  - 2.5.1. Review FV account operations semi-annually and whenever the accountable officer changes. Findings will be documented using the munitions section self-inspection program.
  - 2.5.2. Conduct a complete physical inventory of all ammunition items semi-annually during the months of September and March, or, when directed by the MASO.
  - 2.5.3. Ensure proper physical inventory control, secure storage, and authorized use of ammunition is constantly maintained.
  - 2.5.4. Ensure that ammunition is not released to agencies or individuals outside of the Air Force without proper authorization. Proper authorization includes interservice support agreements negotiated between the Air Force support base activity and other DOD agencies.

2.5.5. Consolidate forecast requirements according to supplemental instructions provided by HQ AFRC.

2.5.6. Ensure that whenever a theft, suspected theft, loss or destruction of an ammunition or explosive item occurs (other than through normal wear and tear, authorized expenditure, installation or disposal) immediate action must be taken to report such loss. This policy applies to all ammunition and explosive items whether in transit, storage, or issued to an organization or individual for custodianship or consumption.

2.5.7. Publish customer guides for use by custodians and commanders.

### **3. Procedures:**

#### **3.1. The MASO will ensure that:**

3.1.1. Organizations that require the use of munitions must properly submit an annual forecast for the munitions required during the forthcoming calendar year as also a longer five-year plan as directed by HQ AFRC.

3.1.2. Munitions personnel will not procure local purchase ammunition items unless specifically authorized to do so by HQ AFRC/LGMW. Munitions specifically must be approved for Air Force use and have the appropriate technical data pertaining to storage, maintenance, inspection, and use.

3.1.3. Requisition quantities of ammunition or explosives which exceed the unit's authorization as shown on the annual allocation document will not be allowed, unless authorized by HQ AFRC.

3.1.4. The MASO or their designated representative will visit, inventory, and inspect each custody receipt account at least once a year to ensure compliance with applicable regulations and local regulations established by the MASO. The MASO's visit may be conducted as a result of change in the custody receipts custodian. These visits will be documented and a copy maintained in each jacket file in accordance with Munitions Section Internal Surveillance Program.

3.1.5. The MASO will review all annual forecast for munitions as well all out-of-cycle requests for munitions and local purchase requests with the Wing Explosive Safety Officer to ensure proper storage is available IAW AFMAN 91-201.

3.1.6. The MASO will review ISC02A, and all transaction histories for accuracy. The MASO will insure that document control items are properly processed and filed I.A.W applicable directives.

3.1.7. The MASO will review all ammunition disposition request monthly and document any findings.

3.1.8. The MASO will review all lot histories for shelf/service life items for accuracy monthly and document the findings.

3.1.9. The MASO will review all safety supplements for T.O. 11A-1-1 and insure that unserviceable munitions are withdrawn from service and that account custodians are notified of such actions.

#### **3.2. Organization commanders will:**

3.2.1. Ensure that requests for additional ammunition items must be fully justified in writing, including the reason why the requirement wasn't included in the original forecast, the mission

impact if additional ammunition is not approved, and if any substitute items can be used if the requested item is not approved.

3.2.2. Appoint custodians and alternates for their mobility munitions account. Mobility munitions packages which support mobility deployment plans will be issued to supply point details and maintained in custody account. Mobility munitions packages identified on supply point details and stored in FV munitions storage will be signed for by a properly appointed primary or alternate mobility munitions custodian assigned to deploying activity at the time the munitions are required for mobility.

3.2.3. Commanders will insure that they, their account representatives and custodians attend munitions customer training, and maintain the munitions section customer guide.

3.3. Supply Point Custodians will:

3.3.1. Maintain supply point listings (custody receipts) which must be current at all times for mobility munitions. These listings must be validated semi-annually. Custodians who fail to return a validated listing to the MASO will have their affected supply point assets frozen.

3.3.2. Conduct quarterly or semi-annual physical inventories of all ammunition and explosive items issued on Custody Receipt/Supply Point Report during the months of February and August. The inventory must be validated with the MASO. A physical inventory must be accomplished by custodians whenever a change in custodianship occurs. This inventory should be accomplished by both the departing and newly-assigned custodian. When physical location and conditions permit, the MASO or designated representative should be present. Inventory teams will be minimally composed of two individuals. Munitions inventory teams are not required to open standard packs, shipping crates, or containers for inventory cost unless:

3.3.2.1. Munitions container is marked "lite" box, or any container that is not sealed.

3.3.2.2. There is evidence or suspicion of pilferage or forced entry.

3.3.2.3. The quantity marked on the container is not legible.

3.3.2.4. Lead seals are missing or broken on containers required to be sealed.

3.3.2.5. It has been directed by the unit commander.

3.3.3. All munitions issued will be either for immediate consumption or transfer to a supply point or WRM. All requests for conventional munitions must be supported by and AF Form 2005, Issue/Turn-In Request, certifying the requirement. This form must be signed in block A (by the organization commander or their designated representative) and be forwarded to the MASO for review and approval prior to processing.

3.3.4. Use of munitions for purposes other than those for which the munitions were originally issued may constitute a violation under the Air Force's Fraud Waste and Abuse Program. Cancellation of exercise, training, competitive events or nonselection of a unit to participate in an event nullifies the original munitions authorization and the organization must take action to turn in the unused ammunition.

3.3.5. Conventional munitions request will be submitted to the MASO on a certified AF Form 2005 (original and two copies) at least two duty days prior to the date required.

3.3.6. Genuine emergency issue requests will be honored upon notification by the responsible commander that an emergency requirements exists.

#### **4. Storage of Ammunition and Explosives:**

4.1. All quantities of ammunition and explosives will be kept in licensed/sited explosives storage locations. Quantities needed for daily or unit training assembly (UTA) can be left overnight in the Security Forces Armory. Unused quantities left after the UTA will be inventoried and turned in to the munition account.

4.2. Ammunition and explosives kept in the bulk storage area will be separated by aisles and dunnage to permit ready identification, inspection and adequate ventilation. "Light Boxes" (partially used) will be marked in plain view and boxes closed and sealed. All ammunition cans will be sealed using a lead seal.

4.3. Stock will be rotated, including old, odd and repackaged lots, to ensure proper priority issue. Ammunition that is unserviceable or suspended from issue will be stored in specially marked locations separated from other munitions.

4.4. Responsible personnel will refer to AFMAN 91-201 for additional instructions on the storage and handling of small arms ammunition and survival and rescue pyrotechnics.

#### **5. Fire Protection and Prevention:**

5.1. The fire symbol applicable to the most hazardous material stored will be posted in accordance with AFMAN 91-201.

5.2. Smoking is prohibited within any explosives storage area.

5.3. Two portable-type fire extinguishers will be available for use at all times. The Base Civil Engineer will ensure that Fire Department personnel are instructed on fighting fires involving ammunition and pyrotechnics per AFMAN 91-201.

#### **6. Inspections and Lot Tests:**

6.1. Explosive storage area/munitions inspections will be made and recorded in accordance with schedules contained in applicable technical orders. All munitions inspections will be conducted in bldg. 318 using specific item T.O and specific item checklist. Inspection samples will withdrawn from bldg 205E and transported I.A.W specific item checklist.

6.1.1. The office of the Base Civil Engineer will keep the facility records.

6.1.2. The Munitions Section will keep the facility and contents inspection records.

6.2. Periodic inspections will be performed within the timeframes in the specific item technical order and T.O. 11A-1-10, Table 3-1 and recorded by MXS Munitions Section.

#### **7. Munitions Records:**

7.1. Item records will be loaded into the Combat Ammunition System - Base (CAS-B) to show up-to-date balances of ammunition and pyrotechnics in storage.

7.2. Inspection records will be maintained in the Munitions Section.

## 8. Exercise Munitions:

8.1. Units engaged in training exercises which require training munitions will comply with the following procedures.

8.1.1. Designate responsibilities for controlling blank and live ammunition in the training environment, to include separation of training and weapons courier ammunition.

8.1.2. Step by step instructions for issuing, turn-in, inventory and control of live and blank ammunition.

8.1.3. Location of use and method of employment, actions to be taken during emergencies or abnormal conditions.

8.1.4. Perform and document inventories of live and blank ammunition at the start of training, change of shifts and end of day. Report out of balance conditions to the proper authorities immediately and suspend operations until the out of balance condition is resolved.

8.1.5. Identify the process of loading, unloading and marking of live and blank ammunition

8.1.6. Establish procedures to ensure no live ammunition is contained in personal and field gear, prior to and at the end of the exercise.

8.1.7. Brief personnel on explosive safety and accountability prior to deployment, the briefing will include the names of personnel receiving the briefing, date of briefing, briefing materials and the names of personnel providing the briefing. Briefing records will be maintained by the unit for a minimum of 90 days after the exercise terminates.

8.1.8. All ammunition will be issued to the involved units in original packaging. The units will ensure that all packing materials and explosive residue are returned to the 440 MXS munitions upon exercise completion.

8.2. The 440 MXS munitions section and Munitions accountable systems officer will ensure the following.

8.2.1. Blank ammunition will be issued in original packaging and inspected prior to issue to any unit. Exercise munitions will be controlled to preclude any items from being issued prior to the day of deployment.

8.2.2. The only live ammunition issued will be to Security Forces for real world security. Security Forces will have written procedures for control, separation, inventory and accountability of live and blank ammunition. Inventory will be taken by the armourers at the beginning of shift, shift change and end of shift. Containers for live ammunition, including magazines will be marked in red for easy identification.

8.2.3. Battlefield simulators of any type will be controlled by the munitions section and will only be issued to personnel who have completed initial EOD training and have a current AF Form 483, Certificate of Competency.

8.2.4. The munitions section and MASO will control all explosive residue, reconciliation and expenditures.

MICHAEL L. SMITH, Colonel, USAFR  
Commander